

**Catawba County Board of Health
Minutes
September 10, 2018**

The Catawba County Board of Health met on Monday, September 10, 2018 at 7:00 pm at Catawba County Public Health, 3070 11th Ave Dr SE, Hickory, NC 28602 in the Boardroom.

Members Present: Dr. Matthew Davis, Vice-Chair
Ms. Gloria Costin
Mr. John H. Dollar
Dr. Dana H. Greene
Mr. Brian Potocki
Mr. William Pitts
Ms. Susan Knowles
Dr. Gale Hamilton-Brandon

Members Absent: Dr. David C. Hamilton, Jr, Chair
Mr. Dan Hunsucker, County Commissioner

Staff present: Mr. Doug Urland, Health Director
Ms. Megen McBride, Environmental Health Supervisor
Mr. Scott Carpenter, Environmental Health Supervisor
Ms. Jennifer Lindsay, School Health Nurse Supervisor
Mr. Jason Williams, Staff Development Specialist
Mr. Zack King, Public Health Strategist
Ms. Sindie Sigmon, Business Manager
Ms. Chantae Lail, Medical Lab Manager/Preparedness Coordinator
Ms. Julie Byrd, WIC Director
Ms. Emily Killian, Community Engagement Specialist
Ms. Debra A. Young, Administrative Assistant II

Guest: Judge Nathaniel Poovey, Superior Court Judge

CALL TO ORDER

Dr. Matthew Davis, Vice-Chair, called the meeting of the Catawba County Public Health Board to order at 7:00pm. He recognized Judge Nathaniel Poovey, Superior Court Judge, and welcomed Board members, Public Health managers, and staff.

APPROVAL OF THE AGENDA

Dr. Matthew Davis, Vice-Chair, stated that Board members had received the agenda. Dr. Davis asked if there were any changes. There was a change to the order of presentations on the agenda but nothing further. The change was noted and Mr. William Pitts made a motion to accept the agenda as stated and Ms. Gloria Costin seconded the motion. The motion passed unanimously.

OATH OF OFFICE FOR NEW MEMBER

Dr. Davis called for the oath of office for new Board of Health member, Dr. Gale Hamilton-Brandon, Physician Member. Dr. Hamilton-Brandon received orientation to the Board prior to this

meeting from Doug Urland, Health Director, and Jennifer McCracken, Assistant Health Director, as well as a Board of Health Member Notebook.

The Honorable Nathaniel Poovey, Superior Court Judge, asked Dr. Hamilton-Brandon to step forward and take her oath of office as a member of the Catawba County Board of Health.

Judge Poovey thanked the Board for the opportunity to administer the oath of office and their work on behalf of this community. Dr. Davis thanked Judge Poovey for his service and welcomed Dr. Hamilton-Brandon to the Board of Health.

APPROVAL OF MINUTES

The minutes for August 13, 2018, were included in the Board packet that the Board members received via email. Dr. Matthew Davis, Vice-Chair, asked if there were any corrections. There being no corrections, Mr. John Dollar made a motion to accept the minutes as presented and Ms. Susan Knowles seconded the motion. The August minutes were unanimously approved.

PUBLIC COMMENTS

Dr. Davis asked if anyone presented to speak before the Board. Ms. Debra A. Young, Administrative Assistant II, stated that no one had presented to speak.

COUNTY COMMISSIONER'S COMMENTS

Mr. Doug Urland, Health Director, reported the Commissioner Comments on behalf of Commissioner Hunsucker who was unable to attend this evenings Board meeting.

At the Board of Commissioners Meeting, Lenoir Rhyne University (LRU) announced that in partnership with the Catawba County Promise, LRU will offer a 50% reduction in college fees if a student's high schools grades are upheld. The Catawba County Promise is a financial aid program that rewards high school students with a 3.5 or higher high school GPA who are also residents of Catawba County as well as transfer students from Catawba County who have 30 attempted hours from an accredited college while maintaining a 3.5 GPA with a minimum financial aid package worth at least half of the cost of tuition.

Tax and reevaluation process is being held this fiscal year and that process has already started.

The Board of Commissioners approved the Fee Changes that were presented and approved last month by the Board of Health.

Mr. Urland also announced that Sindie Sigmon, Business Manager, will be retiring at the end of September. Ms. Sigmon's retirement ceremony will be held on September 27th from 3:00-4:30 p.m. at Catawba County Public Health. All Board members are invited to attend.

NEW EMPLOYEES

Mr. Jason Williams, Staff Development Specialist, stated that there were no new employees to introduce to the Board this month.

2017-18 YEAR END REPORT AND 2018-19 BUDGET OVERVIEW

Ms. Sindie Sigmon, Business Manager, provided end of FY2017-18 financial information as well as a cost settlement update. The FY17-18 budget was \$8,479,982. After expenditures of \$8,294,862 that left an actual amount of \$185,120 less than budget. The PowerPoint and financial spreadsheet is attached to these minutes with highlights being:

Revenues:

- States grants – most grants are paid to Public Health at 100%. There were two grants that had a slight reduction from last year – STD drugs/prevention funds have not been expended to 100% as of yet. Catawba County Public Health has not had to maximize that grant amount to date.
- Environmental Health Fees – received at 4% over the budgeted amount.
- Medicaid – payments close to, or in some cases, exceeded budgeted amounts.
- Other Revenues – primarily School Nurse revenue from Catawba Valley Medical Center and three school systems. Duke Endowment grant is primary revenue listed under this category.

Expenses:

- Most expenditures were in line with budgeted amounts.
- Part time wages – expended at 122% due to vacancies and coverage needs
- Natural Gas – expended at 142% of budget. Some of the highest ever experienced. Agency worked with various agencies to research underlying causes for the increase. No issues could be found.
- Electronic Medical Record (EMR) [CureMD] – system was implemented in FY17-18.

Grants:

- Duke Endowment Grant – awarded for 3-year period (January 2016-December 2018). Grant payment is \$150,000 for each calendar year.
- Catawba County Public Health reapplied for another Duke Endowment grant and will know outcome of that application later this year.

Medicaid cost settlement – when cost settlement happens, Public Health receives 90% immediately. The other 10% is held and is paid at a later date. The 10% is supposed to be paid within 18 months after the cost settlement closes. Public Health is now current with submission of all cost settlements due to the formula change that transpired.

Mr. Doug Urland stated that even though the agency has three years of cost-settlements outstanding, it is great news regarding the progression, as it has taken a very long time to get to this point.

Ms. Sigmon stated that for the October meeting, a report could be generated giving more detail as to what came back to Public Health compared to what went back to the County fund balance.

Comparison 2018-19 Requested Budget and Approved Budget

Ms. Sigmon continued with a comparison of FY18-19 requested budget vs. approved budget items. The complete line item report is attached to these minutes with highlighted items as follows:

- Requested funding from Home Health contingency funds for renovations at CCPH. County did not approve the use of those funds for renovations as the County facilities review manager is doing a walk-through of each agency.
- Environmental Health's request to increase fees was not approved.
- Social Worker position, which was mostly grant funded, was approved. Only two and a half full time employees were approved for the 2018-19 budget year.

CLINICAL AND HOME HEALTH BAD DEBT WRITE-OFF

Ms. Sindie Sigmon gave updated information on the Clinical Services Bad Debt Write-Off request. This Memorandum was included in the Board Members packet and is attached to these Minutes.

Ms. Sigmon reiterated that pursuant to an administrative monitoring visit last year, it was found that Catawba County Public Health needed to establish a Bad Debt Write-off Policy. The revision to the Policy was approved by the Board of Health last fall. It states: An itemized list of uncollectable, outstanding client balances will be prepared every six (6) months and presented to the Health Director for review. Those balances approved by the Health Director and the Board of Health will be written off. The Accounts Receivable system shall indicate the balance as one that has been written off.

The Clinical Services Bad Debt Write-Off information is being brought to the Board for approval as stated in the aforementioned policy.

The Health Director requests the Board of Health to approve the Bad Debt Write-off for \$61,694.86.

After the presentation, Ms. Sigmon and Mr. Urland fielded questions and then Mr. William Pitts made a motion to approve the Clinical Services Bad Debt Write-Off amount as presented. Mr. John Dollar seconded the motion. The Board voted unanimously to approve the Clinical Services Bad Debt Write-off in the amount of \$61,694.86.

Home Health Write-offs

Ms. Sigmon updated the Board regarding the Home Health Agency Accounts Receivables (AR). The AR balance consists of outstanding balances from private insurance, self-pay patients, Medicare, Medicare replacement plans and Medicaid. In addition, the AR includes accounts submitted to the NC Debt Setoff program.

The Health Director is requesting the Board of Health to approve the Home Health write-off for \$64,266.00.

There being no further discussions, Mr. John Dollar made a motion to approve the Home Health Write-offs as presented and Mr. William Pitts seconded the motion. The Board voted and unanimously approved the Home Health write-off in the amount of \$64,266.00.

The Home Health Write-offs Memorandum is attached to these Minutes.

FLU UPDATE – START OF SEASON

Ms. Jennifer Lindsay, School Health Nurse Supervisor, shared information about the 2018-19 flu season. Public Health has ordered regular and high-dose vaccine in anticipation of a walk-in flu shot clinic for the public on October 18-19, 2018. Beginning on October 22nd, appointments will be made in the Immunizations Clinic as long as Public Health has vaccine. Public Health has ordered all Quadrivalent vaccine to offer the most protection for both regular and high-risk clients (high-risk being those persons over 65 years of age and/or with compromised immune systems). Public Health also provides flu shots through the Vaccine for Children (VFC) Program (no cost to clients under 18 years of age with little or no insurance coverage, Medicaid, or American Alaskan Natives). Pneumonia vaccines will likewise be available by appointment.

SCHOOL HEALTH PROGRAM ANNUAL UPDATE

Ms. Jennifer Lindsay also provided an annual update regarding the School Health Program. There are currently 23 school nurses in all 3 school districts. This equals out to a ratio of 1:1,036. Most school nurses cover two schools.

For the 2017-18 school year, Ms. Lindsay stated the overall number of school nurse visits was 40,878, and that the number of students returning to class after an assessment by the school nurse was 25,279. In addition to assessments, the school nurses also provide various health screenings including dental, vision and hearing.

Other school health initiatives provided includes Mental Health, LiveWell Schools, Celebration U and Mobile Dental Services. In collaboration with LiveWell Catawba, LiveWell Schools supports a culture of health for students, staff and families across the County. School nurses are key partners in this initiative and continuously work to support their schools as they achieve goals related to health and wellness.

The complete PowerPoint presentation is attached to these Minutes.

HEALTH DIRECTOR'S REPORT

Mr. Doug Urland, Health Director, stated he had a few additional brief comments to report:

- The County Managers office will be emailing Board members regarding Mr. Urland's annual evaluation that will be held in October. The county manager's office has requested various documents from Mr. Urland in preparation of the evaluation and those documents have been submitted.
- Nomination of Officers and Committees – will hold until October meeting
- Board of Commissioners Strategic Planning – Health and Safety. Catawba County Jail Diversion Project – Public Health is leading this project. Coalition kicked off in July and the group has had two meetings.

- **Scope:** Coalition will be based on effective models of civic and public leadership and will serve as a Charter Group to help guide initiatives aimed at addressing the broad-ranging impacts of substance abuse in the community. Charter group currently consists of 20 members.
- Will use the jail as a testing ground to identify and establish proof of concept for salable evidence-based solutions for helping individuals access effective treatment and to reduce recidivism.
- Second part of project – Evaluate county jail to assess evidence based solutions
- The coalition will recommend strategies to build an effective and sustainable coalition on health and safety initiatives, using the jail diversion project as a model.
- County Health Assessment (CHA) will hold a kick-off event this month – Dr. Greene is chair for that group. More information will be forthcoming.
- Monthly infographics are included in Board packet.

OTHER BUSINESS

None

ADJOURNMENT

There being no further business, Dr. Davis asked for a motion to adjourn. Mr. William Pitts motioned to adjourn the meeting, Dr. Dana Greene seconded the motion and Dr. Davis adjourned the meeting at 8:18 pm.

Respectfully submitted,



Douglas W. Urland, MPA
Health Director

DWU: day

Approved by Board of Health: October 08, 2018